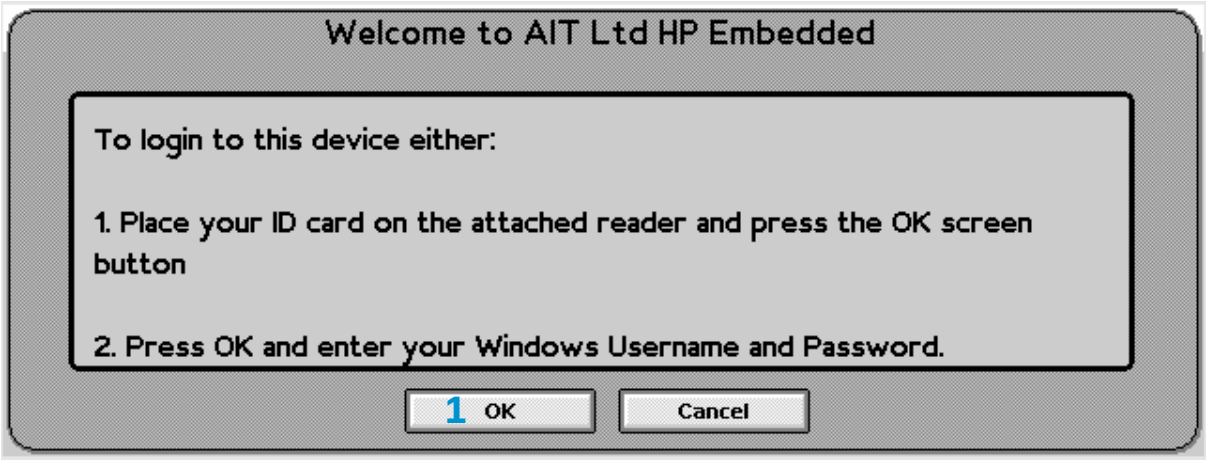
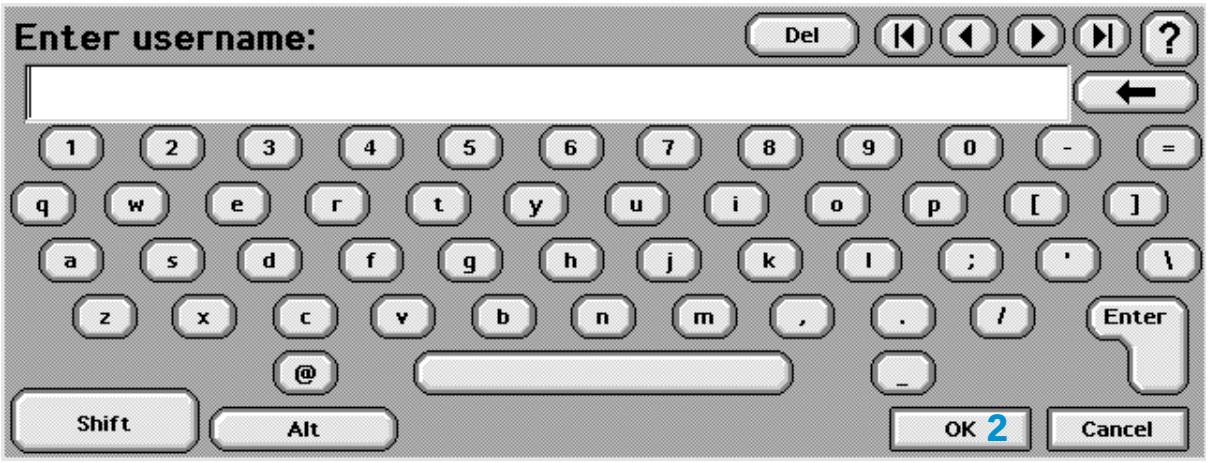
Pcounter HP Embedded User Guide

Logging in with Username and Password


Welcome to AIT Ltd HP Embedded
To login to this device either:
1. Place your ID card on the attached reader and press the OK screen button
2. Press OK and enter your Windows Username and Password.
1 OK
Cancel

To login, press the screen **OK** button (**1**). An on-screen keyboard will appear. Enter your **Windows username** and press **OK** (**2**).

You will now be asked for your Password. Enter your **Windows password** and press **OK.**

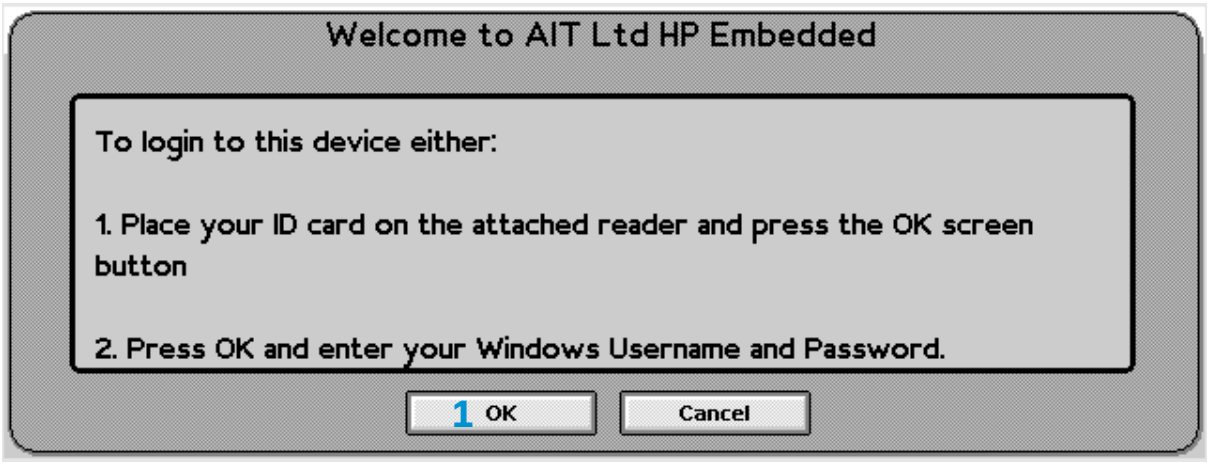


AIT Ltd
2 Hawthorn Park, Coal Road, Leeds LS14 1PQ, UK
Company Registration Number: 4380885
T: 0113 273 0300
F: 0113 273 0302
E: solutions@ait.co.uk
W: www.ait.co.uk

Logging in with ID Card

To log in with your **ID Card**, hold your card to **reader** at the side of the printer until the reader **beeps**.

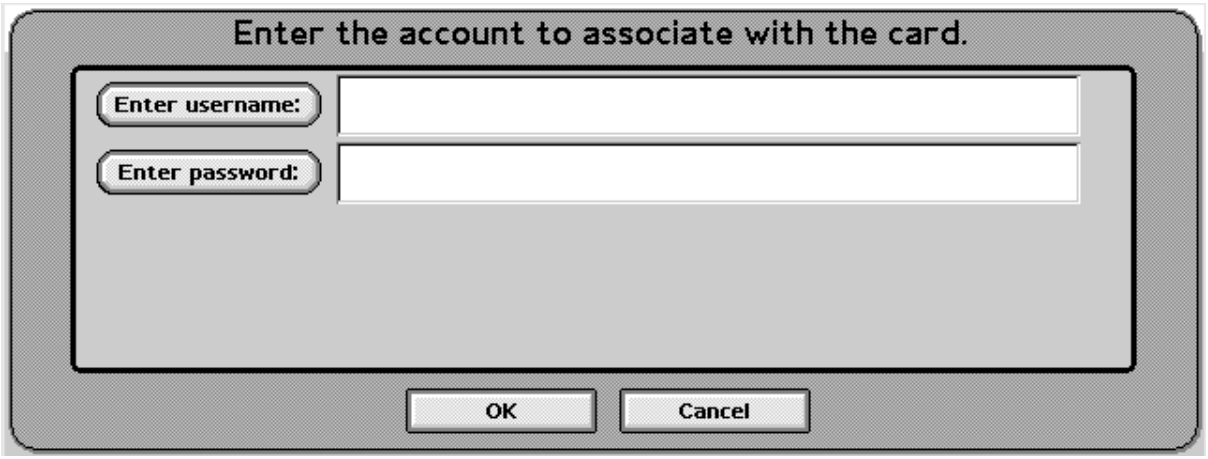
Once the reader has beeped, press the **OK** screen button (**1**) to complete the login.


Welcome to AIT Ltd HP Embedded
To login to this device either:
1. Place your ID card on the attached reader and press the OK screen button
2. Press OK and enter your Windows Username and Password.
1 OK
Cancel

AIT Ltd
2 Hawthorn Park, Coal Road, Leeds LS14 1PQ, UK
Company Registration Number: 4380885
T: 0113 273 0300
F: 0113 273 0302
E: solutions@ait.co.uk
W: www.ait.co.uk

Card Self-Association

To register a new card against your account, follow the Logging in with ID Card instructions. If the card is unrecognised you will see the following screen:



Select **Enter username:** then enter your **Windows username** using on-screen keyboard when prompted. Press **OK** when complete to return to the above screen.

Next select **Enter password:** then enter your **Windows password** using the on-screen keyboard when prompted. Press **OK** when complete to return to the above screen.

Finally press **OK** on the above screen to complete the association and login. Your ID card is now associated to your account and will allow logins from now on without the need to enter any credentials.

Main Menu

Once logged in you will be presented with the **Main Menu** (**Please note**: Main Menu screen appearance differs across HP models however the concepts are the same).

To copy, press the **Copy** (**1**) button. This will load the device photocopy screen.

To print press the button **Print job release** (**2**). This will load your print queue.

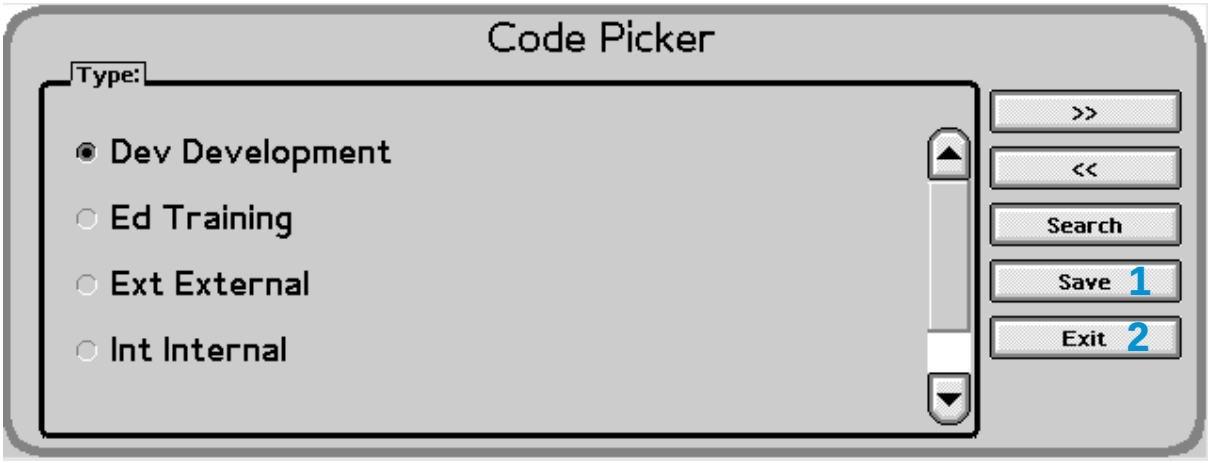
To select a Pcounter Client Code (charge group) press select the **Select client code** button (**3**). **Please note:** this option is only available if your organisation is using Pcounter Client Codes.

To logout press the **LOG OUT** button (**4**).

To perform a scan job select **Folder** (not displayed on screen image).

Client/Departmental Code Selection

After **Select client code** is selected on the main menu you will be presented with a list of all client codes which you are entitled to use.

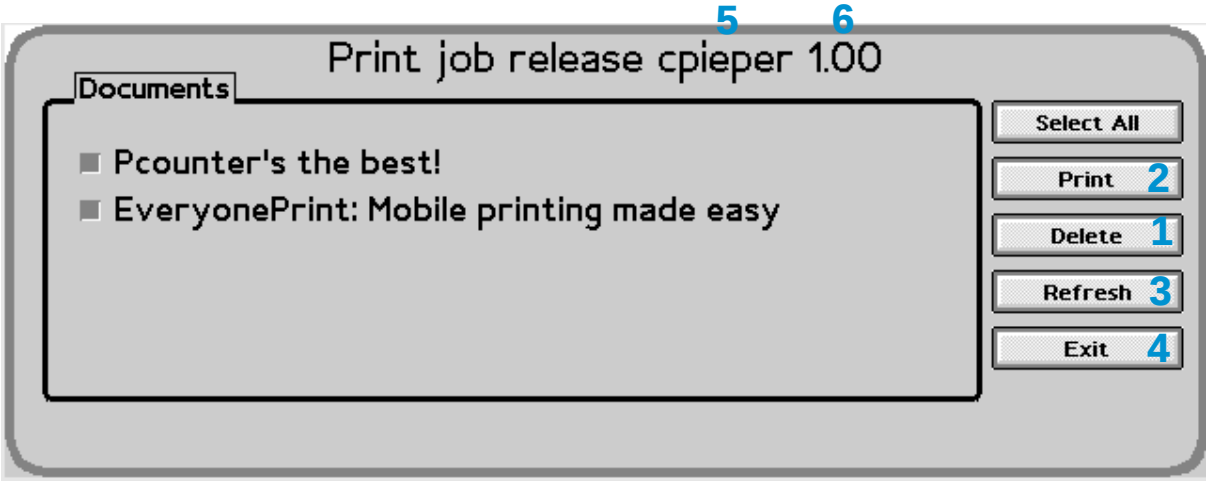


To choose a code, simply select it from the list and press **Save** (**1**) to confirm.

To exit without selecting a code press **Exit** (**2**).

Print Release

Selecting **Print job release** from the main menu reveals the following screen:



All of your queued print jobs will be displayed in a list.

To print a job, select it from the list and press the **Print** button (**1**).

Multiple jobs can be selected and printed with a single press of the **Print** button, and all queued jobs can be printed by pressing **Select All** (**2**) followed by **Print**.

Jobs can be deleted by selecting them from the list and pressing the **Delete** button (**3**).

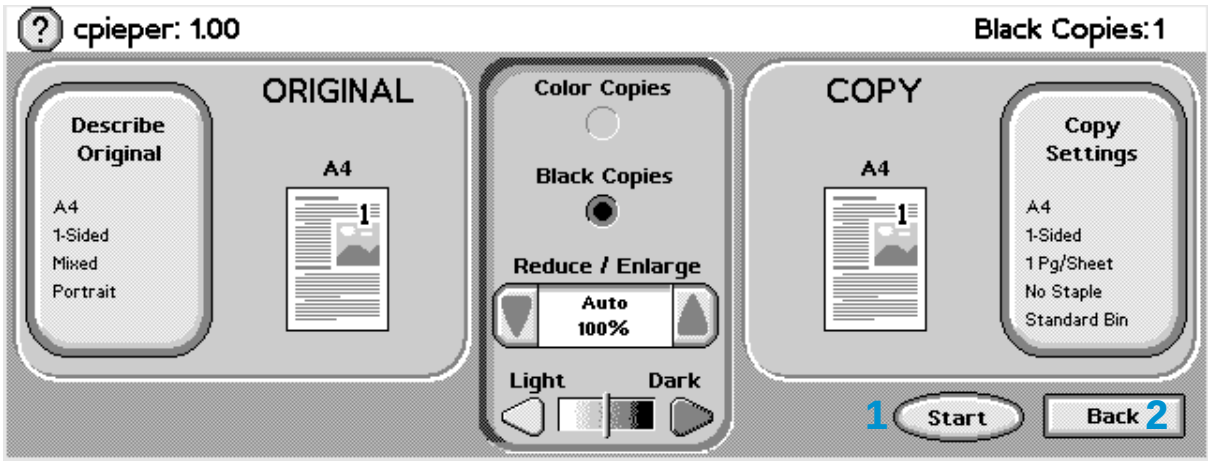
To leave the Print Release screen and return to the Main Menu press **Exit** (**4**).

Also displayed:

- The **Windows username** of the currently logged in user (**5**).
- The **Pcounter print balance** of the currently logged in user, if applicable (**6**)

Copying

Selecting **Copy** on the main menu screen will load the device photocopy functions. **Please note:** Copy screen appearance differs across HP models however the concepts are the same.



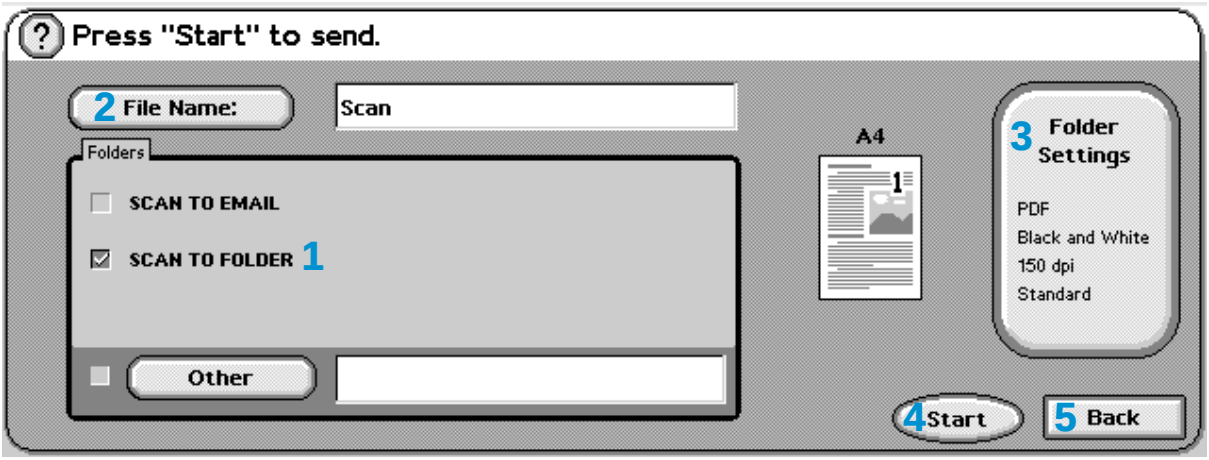
To perform a copy job, use the device controls to select the document properties and press **Start** (**1**).

Multiple copies can be produced by first keying in a number of copies using the physical keypad then pressing **Start**.

To return to the main menu press **Back** (**2**).

Scan to Folder

Selecting **Folder** on the main menu screen will load the device scan functions. **Please note:** Scan screen appearance differs across HP models however the concepts are the same.



Select **Scan to Folder** (**1**) from the list of **Folders** to scan and save the file to your **Windows home folder**.

The file name of the scan can be edited using the **File Name** control (**2**). If no file name is entered a default will be used.

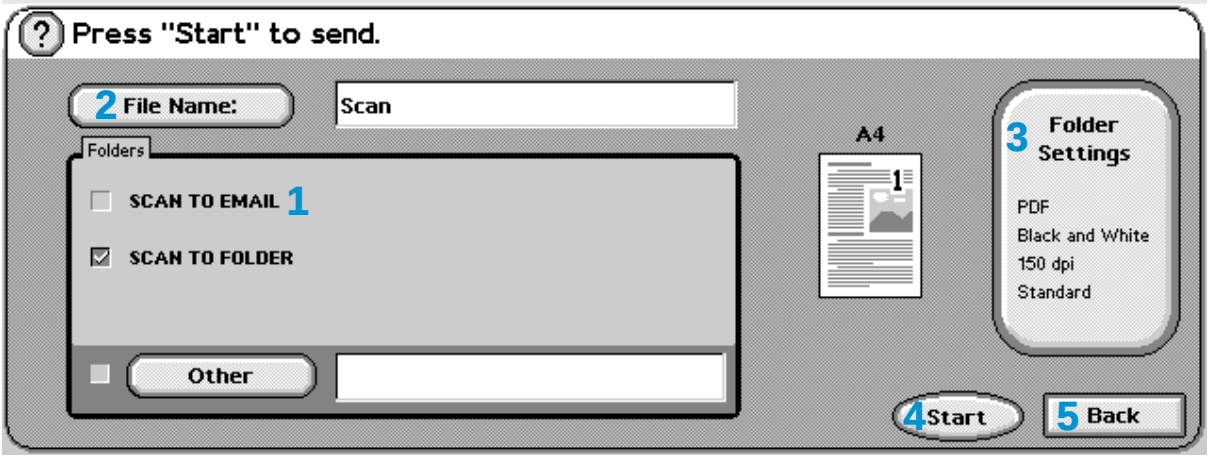
If you wish to change any properties of the scan (such as picture quality, colour settings etc…) select **Folder Settings** (**3**).

To perform the scan press **Start** (**4**).

To return to the main menu screen press **Back** (**5**).

Scan to Email

Selecting **Folder** on the main menu screen will load the device scan functions.
Please note: Scan screen appearance differs across HP models however the concepts are the same.



Select **Scan to Email** (**1**) from the list of **Folders** to scan and have the file emailed to you.

The file name of the scan can be edited using the **File Name** control (**2**). If no file name is entered a default will be used.

If you wish to change any properties of the scan (such as picture quality, colour settings etc…) select **Folder Settings** (**3**).

To perform the scan press **Start** (**4**).

To return to the main menu screen press **Back** (**5**).

Logging out

To logout, return to the main menu screen and select the **LOG OUT** button (**1**).

Your session will log out automatically after 30 seconds of inactivity however it is strongly recommended that you log out manually after each usage to prevent possible misuse of your credentials.